

5 February 1993

**TRAINING**

**(C-141)**

- 1. Objective.** As prescribed in AFR 8-10, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description.
- 2. Authority.** Air National Guard (ANG) Regulation 66-14 contains ANG policy and procedural guidance for the Training work center. This ANGMS has been developed in accordance with procedures contained in AFR 25-5, 16 May 88. This ANGMS is a result of a functional review.
- 3. Applicability.** This standard applies to ANG C-141 Air Mobility Command gained flying units. This standard applies to peacetime operations only.
- 4. Standard Data:**
  - a. Classification.** Type III.
  - b. Approval Date.** 4 Jan 93.
  - c. Man-Hour Data Source.** Staffing Pattern.
  - d. Standard Man-Hour Equation.**  $Y = 1$  (Constant Manpower).
  - e. Workload Factor.** N/A.
- 5. Application Instructions.** This work center requires constant manpower of one authorization. No other application instructions apply.
- 6. Statement of Conditions.** This work center's normal hours of operation are 8 hours a day, 5 days a week. There are no other standard of living constraints which affect the daily operation of this work center.

**PUBLISHED UNDER AUTHORITY OF THE SECRETARY OF THE AIR FORCE**

**JOHN B. CONAWAY**  
Lieutenant General, USAF  
Chief, National Guard Bureau

**OFFICIAL**

**E. DARDEN BAINES**  
Director  
Administrative Services

**2 Attachments:**  
**1. Work Center Description**  
**2. Standard Manpower Table**

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**Approved by: Lt Gen Conaway**  
**Edited by: Ms. N. Salch**  
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**WORK CENTER DESCRIPTION****Training****(C-141)****DIRECT:****1. TRAINING PROGRAM ADMINISTRATION GUIDANCE:**

**1.1. BRIEFS PERSONNEL.** Provides orientation and indoctrination briefing.

**1.2. CONDUCTS WORK CENTER LIAISON VISIT.** Visits work center to maintain liaison with supervisor for ensuring continuous information flow between Core Automated Maintenance System (CAMS) training and the work center on all matters pertaining to upgrade training and qualification training.

**1.3. COORDINATES TRAINING INFORMATION.** Coordinates training with the Consolidated Base Personnel Office training function, disseminates information to maintenance work center, and develops procedure for unit training documentation.

**1.4. MAINTAINS SPECIALTY TRAINING STANDARDS (STS) FILE.** Maintains file by periodic review and purge of obsolete STS.

**2. QUALIFICATION TRAINING PROGRAM:**

**2.1. INPUTS QUALIFICATION TRAINING REQUIREMENT.** Inputs documented training requirement information into CAMS.

**2.2. SCHEDULES QUALIFICATION TRAINING.** Identifies and selects training resource; obtains equipment; maintains audiovisual library; obtains and distributes training forecast to work center supervisor; loads class update to Maintenance Management Information and Control System; executes and distributes class schedule and roster to affected maintenance activity.

**3. UPGRADE TRAINING PROGRAM:**

**3.1. IDENTIFIES PERSONNEL.** Identifies personnel requiring upgrade training.

**3.2. REVIEWS AND INITIATES AF FORM 623, ON-THE-JOB (OJT) TRAINING RECORD.** Reviews for data extraction from AF Form 623 and initiates new AF Form 623.

**3.3. ORDERS CAREER DEVELOPMENT COURSE (CDC) MATERIAL.** Researches, identifies, and orders CDC course and material.

**3.4. INSTRUCTS TRAINEE.** Instructs supervisor and trainer. Counsels trainee on responsibility outlined in AFM 50-23, "Enlisted Specialty Training."

**3.5. MAINTAINS COURSE MATERIAL.** Receives, processes, and distributes Extension Course Institute (ECI) and CDC material. Maintains Volume Review Exercise (VRE) answer sheet and course material.

**3.6. ADMINISTERS VOLUME REVIEW EXERCISE.** Administers VRE test, checks answer sheet, and forwards to ECI for scoring.

**3.7. SCHEDULES END-OF-COURSE (EOC) EXAM TESTING.** Receives EOC exam notification from the Base Training Office and coordinates with the Test Office, affected supervisor, and trainee to arrange for testing appointment.

**4. UNIT TRAINING:**

**4.1. PROCESSES ENLISTED SPECIALTY TRAINING (EST) ROSTER.** Reviews roster, coordinates and schedules appointment, annotates card and roster, disseminates information, and retains file copy.

**4.2. SCHEDULES TRAINING.** Schedules training to include human relations, drug abuse, and foreign object damage.

**4.3. ASSISTS IN DEVELOPMENT OF COURSE OUTLINE.** Assists in the development of course outline using applicable directive.

**4.4. CONDUCTS TRAINING CLASS.** Conducts classroom training for full-time technicians.

**4.5. RECORDS COURSE COMPLETION.** Inputs completion into MMICS using Initial Training Update (ITU).

**5. COURSE CONTROL MANAGEMENT:**

**5.1. REVIEWS AND MAINTAINS LESSON PLAN.** Periodically reviews lesson plan and makes change to maintain currency and adequacy.

**5.2. MAINTAINS FIELD TRAINING DETACHMENT (FTD) COURSE PLAN OF INSTRUCTION.** Requests, receives, and maintains FTD course plan of instruction.

**6. TEST PROGRAM MANAGEMENT:**

**6.1. IDENTIFIES TEST REQUIREMENT.** Coordinates with the Deputy Chief of Maintenance (DCM) staff to determine test needed.

**6.2. ASSISTS IN TEST DEVELOPMENT.** Assists in test development from technical and procedural manual and develops test answer key.

**6.3. MANAGES TEST PROGRAM.** Schedules, administers, scores, and computes pass and fail rate for test program.

**6.4. DOCUMENTS TEST RESULT.** Documents test result on individual record using CAMS ITU routine.

**6.5. CONTROLS TEST.** Assigns control number to each test, inventories test and answer key, and maintains test control number register for controlling issue and disposition of test.

**7. TRAINING STATUS REPORTING:**

**7.1. REVIEWS TRAINING PROGRAM.** Reviews training course table, training forecast, course status report, consolidated training report, OJT report, and special certification roster.

**7.2. PREPARES TRAINING STATUS REPORT.** Extracts data, summarizes extracted data, and compiles training status report.

**7.3. BRIEFS TRAINING STATUS.** Briefs DCM and staff on training status report.

**8. TRAINING COURSE TABLE.** Maintains, reviews, and updates the Training Course Table and develops code as required.

**9. SPECIAL CERTIFICATION ROSTER.** Requests, obtains, coordinates, updates, and distributes Special Certification Roster.

**10. UNIT TRAINING ASSEMBLY (UTA) AND MOBILITY REQUIREMENT.** Performs planning or scheduling task associated with preparation for UTA weekend and mobility requirement.

**INDIRECT:** Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meeting, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the standard indirect description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Training/21030A			181.85 - 303.09								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Education and Training	751X0	CIV	2								
TOTAL			2								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											